

Christmas In October

Gift and Craft Show

Benefiting:



2023

Proceeds will allow Sharing Hope Ministry to continue providing Bibles and study materials for women who are incarcerated or in recovery facilities.

REGISTRATION FORM

Contact Person's Name: _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Best Phone # to Reach You: _____ Email Address: _____

Items for Sale (*Baked goods not permitted. Items not listed cannot be displayed at event.*): _____

Food for Sale (*Reference Food Sales on page 2*): _____

List Specific Brand of Merchandise if applicable (i.e. Avon): _____

Please list any special needs or booth requirements (*Please let us know if your set-up has solid walls*): _____

DESCRIPTION (<i>Tables are NOT included in booth rental</i>)	COST	QUANTITY	AMOUNT
10'X10' Inside Booth	\$160.00		
10'X10' Corner Booth	\$170.00	SOLD OUT	
10'X20' Inside Booth	\$320.00		
10'X20' Corner Booth	\$330.00	SOLD OUT	
10'X20' (2) Corner Booths	\$340.00	SOLD OUT	
10X10 additional inside booth (creates a 10X30)	\$155.00		
10X20 additional inside booth (creates a 10X40)	\$310.00		
8' Tables (Must be ordered by October 11, 2023)	\$5.00/ea		
Chairs (Must be ordered by October 11, 2023)	\$1.00/ea		
Optional Charitable Donation to Sharing Hope Ministry	\$	N/A	
TOTAL REMITTED			

No registration fees will be refunded. Subleasing of booths is not allowed. Please Initial _____

All unused fees will be designated as a charitable contribution to Sharing Hope Ministry, Inc

Please read and sign page 2. Unsigned forms will be returned.

Event Schedule: DATES HAVE CHANGED!

Thursday, October 26: 12:00PM to 6:30PM Set up in Civic Center South Exhibit Hall. Please check in at the Information Table.

Friday, October 27: Show hours will be 12PM to 7PM.
You may arrive as early as 8AM. The Loading Dock will not be open on Friday.

Saturday, October 28: Show hours will be 10AM to 5PM.
You may arrive as early as 8AM. Break down begins at 5PM.

Make Checks Payable to:

Sharing Hope Ministry

Mail checks to: PO Box 7160, Amarillo TX 79114

Drop off at: 2300 SW 7th Ave, Amarillo TX 79106

OFFICE USE ONLY:

Date Payment Rec'd: _____ Rec'd by: _____

Amount Rec'd: _____ Amount Owed: _____

Circle One: CASH CK # _____ CC

Entered: _____ Time Rec'd _____

Registration Questions?

www.ChristmasInOctoberTX.org

CNO.Registration@yahoo.com

(806) 358-7803

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INFORMATION SHEET

I understand that booth fees are non-refundable and non-transferable. Should I cancel, I understand that my forfeited fees will be designated as a charitable contribution to Sharing Hope Ministry, Inc.

BOOTH FORFEITURE: Vendors who have not arrived by 5:30PM on Thursday will forfeit their booth and fees unless prior arrangements have been made with registrar.

CHILDREN: Children under 12 will not be permitted in the exhibit hall or the loading dock area during set-up.

ELECTRICITY: Please bring extension cords (25') and power strips. Be aware neighboring vendors may run extension cords through your booth to access electricity.

TABLES AND CHAIRS: Standard set-up DOES NOT INCLUDE tables or chairs. These must be pre-ordered. Extra charges will apply for any tables requested on set up day. Vendor is responsible for setting up their own tables if not pre-ordered.

PIPE AND DRAPE IS NOT PROVIDED: Vendors are not authorized to order pipe and drape through the Civic Center. It is the vendor's responsibility to order, pay, pick up, set up, tear down, and return of pipe and drape from an outside rental company.

INTERNET SERVICE: Free WI-FI is available. If hard wiring is needed, contact the Civic Center at 806-378-4297 for an internet line to plug directly into your device, and to determine cost.

TEXAS SALES & USE TAX PERMIT: The state requires any vendor selling tangible personal property or taxable service to obtain a Texas Sales and Use Tax permit. You will need your permit with you throughout the show. For questions, call the Amarillo Enforcement office at 806-358-0148.

FOOD SALES: Baked goods such as fudge, bread, pies, cakes, or anything that competes with our bake sale is not permitted. Authorized vendors will only be allowed to sell items in quantities of 8 oz. or greater, and in sealed packages. Vendors are responsible for contacting the Civic Center at 806-378-4297 to get food items approved. The Civic Center concessionaire may charge a commission of your sales if not pre-approved. Vendors not in compliance may be required to leave. Food permits are required for all vendors selling or giving food samples. Contact the Environmental Health Office at 806-378-9472 for permit.

SECURITY: Limited security is provided through the Amarillo Civic Center. Sharing Hope Ministry is not liable for any items left unattended. During show hours vendors should only use the show entrance doors. DO NOT PROP or TAPE ANY DOORS OPEN. Vendors found to be propping or taping doors open may be asked to leave.

MONEY AND PETTY CASH: Vendors must provide their own petty cash.

VENDOR BADGES: Vendors will receive 2-4 vendor badges depending on booth size. Extra badges are available for \$5.00 each. Badges must be worn for free admission to the show. Vendors not wearing a badge will be charged admission.

ITEMS FOR SALE: We reserves the right to ask vendors not to sell an item that we deem offensive. Sharing Hope Ministry is a Christian organization supporting women recovering from addiction. We ask that no products associated with addiction be sold. This includes alcohol and CBD products.

CANCELLATION POLICY: No registration fees will be refunded. Those canceling on or before October 1st will be provided 48 hours before your space is offered to another vendor. Any cancelations after October 1st will result in your space being offered immediately to another vendor.

PROCESSING FEE: A \$5 processing fee was added to your booth rental fee for every 10X10 booth that you purchased with a maximum of \$10 for larger booth rentals. These fees are non-refundable, even in the event that the show has to be canceled.

SHOW CANCELLATION: Booth rental costs, minus processing fees, will be refunded if the show is canceled.

CREDIT CARD ON FILE: YOU WILL NOT BE CONFIRMED FOR A BOOTH WITHOUT GIVING SHARING HOPE MINISTRY A CREDIT CARD TO HAVE ON FILE. YOU WILL BE CHARGED AN ADDITIONAL FEE THAT IS EQUAL TO HALF OF YOUR BOOTH RENTAL FEE IF YOU BEGIN PACKING UP YOUR BOOTH PRIOR TO THE CLOSE OF THE SHOW.

I have read and agree to all the requirements within this registration contract:

X

Signature

Date

OPTIONAL PHOTO/VIDEO RELEASE

I hereby give permission for the images of me and/or my booth captured during Christmas in October through video or camera, to be used solely for the purposes of Sharing Hope Ministry promotional material and publications, and waive the rights of compensation or ownership thereto.

X

Signature of Participant: _____

A marketing packet will be provided with instructions on how vendors can participate with the marketing of this show.

You may also submit your form & logo via email to: CNO.registration@yahoo.com